



Office Assistant Temporary

Grant County's Health Department is recruiting for a limited term Office Assistant. Anticipated hours: 40 per week; through December 31st. This temporary support position performs general office duties as assigned and assists other support staff including answering the telephone, filing, verifying records, and data entry.

Minimum Qualifications

Education:

1. High school diploma or high school equivalency diploma
2. Specialized training in clerical skills desirable

Experience: One-year office support experience

How to Apply: An application for employment and [job description](#) may be obtained at www.co.grant.wi.gov or by calling (608)723-2540. **Letter of interest, resume, and County application are required and must be submitted to the following address.**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: LTE – Office Assistant

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Director / Health Officer

PAY GRADE: LTE Scale

FLSA: Non-Exempt

NATURE OF WORK

This temporary support position performs general office duties as assigned and assists other support staff including answering the telephone, filing, verifying records, data entry.

MINIMUM QUALIFICATIONS

Education:

1. High school diploma or high school equivalency diploma
2. Specialized training in clerical skills desirable

Experience:

- One-year office support experience

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Communication Skills; Cultural Competency Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Knowledge of general office methods, practices and procedures
2. Excellent oral and written communication skills
3. Exceptional organizational skills
4. Ability to maintain confidentiality
5. Ability to understand and speak the Spanish language helpful
6. Ability to work flexible hours including nights
7. Ability to lift up to 50 pounds
8. Ability to work effectively and harmoniously with others
9. Must be able to pass a pre-employment health screening
10. Must be able to pass a Care Giver Background Check
11. Must not be listed as excluded on the federal government excluded parties listing

ESSENTIAL FUNCTIONS

Under supervision

1. Assist with answering a multi-line phone; log and transfer calls to appropriate staff
2. Assist with greeting visitors / customers
3. Coordinate appointments with staff and volunteers as needed
4. Maintain, print, copy, and distribute forms and brochures
5. Ensure compliance with policies and procedures
6. Perform routine clerical tasks such as collating, preparing mailings, etc.
7. Assist in checking and verifying records
8. Assist with maintaining and the purchase of office supplies and equipment
9. File a variety of documents

10. Create and maintain records and databases
11. Perform such other duties as may be assigned

SUPERVISION RECEIVED

Supervision received from the Director / Health Officer and/or Assistant Director or Nursing Compliance and Quality Coordinator

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

08/14/2020